

Mississippi State Department of Health

Request for Proposal No. 3767

EBT Planning Consultant

Vendor Conference

Tuesday, December 1, 2015

RFP 3767

The Mississippi WIC Program intends to acquire the services of an experienced EBT Planning Consultant to perform and document all of the planning activities and analyses outlined in this request to prepare a comprehensive WIC EBT Planning and Implementation Plan.

Agenda

- Roll Call
- Program Overview
- Project Overview
- Project Scope
- Procurement Guidelines
- Mandatory Requirements
- Cost Information Submission

Agenda (cont.)

- Standard Contract
- Upcoming Dates
- Additional Information
- Questions/Answers
- Roll Call

Mississippi State Department of Health WIC Program Overview

- Provides nutritious foods, nutrition education, and referrals to pregnant, breastfeeding, & postpartum women, infants and children up to 5 years of age who are determined to be at nutritional risk and meet income guidelines.
- Designed to positively impact prenatal nutrition, infant birth weight, iron deficiency anemia, early childhood nutrition and cognitive development.
- Must comply with Federal and State requirements and reporting mandates.

Project Overview

- Establish a contract for Electronic Benefit Transfer (EBT) Planning and Analysis Services.
 - Services required for the development and implementation of EBT for the department's WIC program and are of major importance, and as the result of the planning, will be beneficial in determining a future EBT solution.
 - Services needed to reasonably ensure the Mississippi WIC EBT implementation proceeds without error, delay, or interruption in compliance with the WIC Technical Implementation Guidelines, EBT Operating Rules, Universal Interface Document and the United States Department of Agriculture approved 901 Handbook.
 - Services must be fully-documented and provide for both a detailed and comprehensive analysis.

Project Overview (cont.)

- Work must be in accordance with the federal guidelines.
- Mississippi WIC's Management Information System (MIS) is SPIRIT (Successful Partners In Reaching Innovative Technology).
 - State Agency Model (SAM) developed with USDA – FNS funds.
 - EBT ready with on-line technology.
 - Web-based and application on computers statewide.

Project Scope

The contractor will provide the following deliverables:

- Project Management Plan
- Master Work Plan & Schedule
- Operations Assessment (Clinic, Distribution, SO)
- Business & Technical Capability Assessment

Project Scope (cont.)

- Retail Vendor Technical Capability & Equipage Assessment
- Cost Benefit Analysis
- IAPD for EBT Implementation
- RFP Requirements for QA & Implementation Contractor

****All Deliverables are subject to acceptance/sign off by State of MS.****

Procurement Guidelines (RFP Response)

- 1 original and 10 copies.
- Proposal Exceptions, Section V – not able to take exceptions after the fact.
- Point by point response to Section VII.
- Cost Information Submission, Section VIII.
- Attachment B Experience Information & References Workbook along with resume must be submitted with vendor's proposal response. See Section VII Item 7.9. To download a copy go to <http://www.its.ms.gov/procurement/pages/3767.aspx>.

Mandatory Requirements

- Vendors are specifically disallowed from taking exception to mandatory requirements, and proposals that do not meet all mandatory requirements are subject to immediate disqualification.
- Mandatory requirements for this RFP:
 - See Section IV, Legal and Contractual Information, Item 36
 - See Section VII, Technical Specifications, Item 6.10

Cost Information Submission

- Section VIII.
- Costs must be submitted using the format provided.
- Vendors cannot update costs after the proposals are opened.
- Project Budget data is not available.

Standard Contract

- Exhibit A, Standard Contract.
- Review and take exception if necessary.

Upcoming Dates

- Deadline for Vendor's Written Questions – 3:00pm Central Time on Tuesday, December 8, 2015.
- Proposal Due Date – 3:00 pm Central Time on Wednesday, January 20, 2016.
- Begin Evaluation of Proposals – Thursday, January 21, 2016.
- Award Notification & Begin Contract Negotiations – Thursday, February 18, 2016.
- Awarded work to begin – Monday, April 11, 2016.

Additional Information

- Communication with the State, see Section II, Item 14.1
The State's contact person is Chris Grimmer, chris.grimmer@its.ms.gov.
- Answers to questions posed during the vendor conference are not official unless submitted in writing. All vendor questions will be answered in the Vendor's Questions and Clarifications Memo due to post Tuesday, December 22, 2015.
- Continue to check the ITS website for updates related to the RFP No. 3767 (www.its.ms.gov).

Questions and Answers

